

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
LARUE COUNTY  
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2004  
Through June 30, 2005**



**CRIT LUALLEN  
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**CRIT LUALLEN**  
**AUDITOR OF PUBLIC ACCOUNTS**

Independent Accountant's Report

Robbie Rudolph, Secretary, Finance and Administration Cabinet  
The Honorable James Q. Shaw  
LaRue County Property Valuation Administrator  
Hodgenville, Kentucky 42748

We have performed the procedures enumerated below, which were agreed to by the LaRue County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2004 through June 30, 2005. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the LaRue County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA had a receipts ledger, a disbursements ledger, and reconciled bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2005), to determine if amounts are accurate.

Finding -

The auditor determined the PVA had a receipts ledger, a disbursements ledger, and reconciled bank records to books each month. Auditor re-performed the year-end bank reconciliation (June 30, 2005) and the amounts appear to be accurate.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Auditor confirmed payment amounts by phone and compared to receipts ledger. Amounts appear to be properly recorded. List of city receipts appear to be complete.



Robbie Rudolph, Secretary, Finance and Administration Cabinet  
The Honorable James Q. Shaw  
LaRue County Property Valuation Administrator  
(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

Auditor compared the budgeted statutory contribution by the fiscal court to the legally required amounts calculated by the Department of Revenue. These amounts agreed. Auditor traced the fiscal court payments from the fiscal court statutory contribution account to the PVA's local bank account.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure was for official business. Review all credit card statements (If Any) to determine if expenditures were for official business.

Finding -

Selected disbursements were agreed to cancelled checks and supporting documentation. Expenditures were determined to be for official business. Credit card statements were reviewed and expenditures were determined to be for official business.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

No capital outlay disbursements were noted during this time period.

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The Honorable James Q. Shaw  
LaRue County Property Valuation Administrator  
(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

It appears services were appropriate, for official business, and properly authorized. Payments were traced to disbursements ledger and bank statements.

*PVA's response –*

*This office has no vehicles.*

7. Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

Finding -

Auditor compared PVA's final budget to actual expenditures and determined the PVA did not overspend in any account series.

8. Procedure -

Determine whether collateral is necessary for the PVA's funds. If necessary determine if the PVA was sufficiently collateralized for the year and if a collateral agreement exists.

Finding -

Based on testing performed, the PVA's funds were fully insured with FDIC insurance.

9. Procedure -

Determine whether timesheets were completed, maintained, and supported hours worked.

Finding -

Auditor determined timesheets were not completed, maintained, or supported hours worked for this time period. Based on conversation with PVA, employees kept a record, on a centrally located wall calendar, of time taken off. An attendance record was sent to Frankfort using this calendar. Would recommend using timesheets in the future for all employees.

*PVA's response –*

*Are using time cards as of 1<sup>st</sup> of December 2005.*

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LaRue County Property Valuation Administrator  
(Continued)

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen  
Auditor of Public Accounts

Engagement fieldwork completed -  
January 27, 2006

